

## Family Engagement Tool: Timeline and Expectations

### Application Process

Step 1 – Submission of the Application to Participate	August 15, 2012
Step 2 – Review of all Applications by the OPI's FACE Support Team	August 15-24, 2012
Step 3 – Notification of Schools/Systems Selected to Participate	August 31, 2012

### Timeline for Completion of Tool

#### **Step 1 – Complete School Information Form**

**September 14, 2012**

The principal completes an online School Information Form (entered using "Input School Info Data") and prints copies for the school team to review when completing the Needs Assessment and Plan. Complete Step 1 before moving on to Steps 2 and 3.

#### **Step 2 – Gather Key Documents**

**September 21, 2012**

The principal gathers copies of the following documents, if available, for review by the school team when completing the Policy Analysis.

- District Parent Involvement Policy
- School Parent Involvement Policy
- Compact
- Homework Policy
- Student report card
- Classroom visitation policy

#### **Step 3 – Complete Policy Analysis**

**October 19, 2012**

The school team scores the 6 key documents with the key document rubrics (print out PDF copy of rubrics). The results are entered using "Input Policy Analysis," and a scored report is printed for the school team to review when completing the Needs Assessment and Plan.

An estimate of the amount of time necessary for the team to complete the analysis is 5 to 6 hours, after the principal has completed the School Information Form and gathered the key documents. This time can be efficiently divided among three meetings of 90 minutes each (one meeting for each of steps 3, 4, and 5 in the process). Or, the team may choose to meet twice for an extended amount of time (maybe 2 1/2 hours each meeting). It is also possible to devote a half-day to the process and complete the analysis in one 4 or 5-hour meeting.

#### **Step 4 – Complete School Community Survey**

**November 16, 2012**

The school team meets to complete the School Community Survey (print out PDF copy of survey), answering each question by arriving at a group consensus following a full discussion. The results are entered using "Input School Community Survey" and a scored report is printed to review when completing the Needs Assessment and Plan.

#### **Step 5 – Complete Needs Assessment and Plan**

**December 14, 2012**

The school team meets to complete a Needs Assessment and make recommendations to include in the School Improvement Plan based on information derived from the School Information Form, rubrics scoring of key documents, and School Community Survey results. More than one meeting may be required. Click the *Wise Ways*® links to find helpful information on specific topics. Print out the *Wise Ways*® for the team. When the activities are entered into the School Improvement Plan, detailed tasks, timelines, and persons responsible for completion of the tasks should be included.